NFC
Procedures

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Security Access Management System (SAMS)

TITLE VI
Systems Access Manual

CHAPTER 1
NFC/Agency Liaison and Security Access

SECTION 2
Security Access Management System (SAMS)

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Security Access Management System (SAMS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction gives an overview of SAMS and provides instructions on installing the software, accessing the system, and using SAMS operating features.

SAMS Main Menu provides instructions for accessing options from the system's main window.

Requests Option provides instructions for system administrators to add and drop access to applications for users.

Report Option provides instructions for producing the report.

Appendixes contains reference information, such as lists of function keys and system requirements.

Glossary defines terms you need to know.

To keep you informed about new or changed information related to SAMS, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC External Publications Index, issued semiannually.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

- Messages displayed by the system are printed in *italics*.

Example:

The message *Enter the first name of the person for which a user id is being requested* is displayed.

- Field names and specifications are printed in the margin with the specifications in *italics*.

Example:

First Name
Required, alphanumeric
20 positions max.

Type the user's first name.

- Data that is system generated or that you must enter exactly as shown is printed in **`courier`** font.

  Example:

  Type **`gammaor01`**.

- Emphasized text within a paragraph is printed in **bold**.

  Example:

  A row of data in a table is called a **record**.

- Figure and appendix references link figures and appendixes with the text. These references are printed in a bold font as shown below.

  Example:

  Double-click the SAMS icon (**Figure 3**).

- References to sections within the procedure are printed in bold as shown here.

  Example:

  To change a password, refer to **Changing Your Password Procedure**.

- References to menu options are printed in ***bold italics***.

  Example:

  To view outstanding transactions, select ***Query > Execute*** at the Transactions window.

- References to keys and command buttons are printed in bold brackets.

  Example:

  Press **[Tab]**. Click **[Save]**.

  (**[Tab]** = the Tab key; **[Save]** = the Save command button.)

- Important extra information is identified by a Note icon in the left margin.

  Example:

Note

  Every 30 days, your password expires and must be changed. For instructions on changing passwords, see **Changing Your Password Procedure**.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact the NFC personnel as listed below:

- For questions about security (e.g., password, user ID), contact the Security Office at **504-255-5407** .

- For nonapplication questions (e.g., telecommunications), call the Network Control Center at **504-255-5037** .

- For questions about the application, contact Information Center personnel at **504-255-5230** .

- For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

Introduction

This section gives an overview of SAMS and provides instructions on installing the software, accessing the application, and using operating features.

System Overview

SAMS is an online relational database management system of the U.S. Department of Agriculture (USDA). SAMS is an easy-to-use, Windows-based system, designed to be used by authorized personnel to request access to applications and systems at the National Finance Center (NFC). SAMS provides a graphical user interface front-end to enter access requests online, thus eliminating the existing paper trail. The access requests are immediately stored in an NFC database. The requests are read and administered automatically by a batch program that runs twice a day, thus eliminating manual intervention and reducing turnaround time.

The information entered into SAMS is used to create a user id if one does not already exist, set up the role, security profile (name, phone number, etc.), and Security Access Code (SAC) information. SAMS is also used to change security information that was previously entered into SAMS.

> **Note**
> Users that require multiple SAC's on an NFC ID number should submit their requests directly to NFC Security for processing. SAMS does not allow users to request access to multiple SAC's.

Software Installation

SAMS software is installed using the instructions provided by the NFC Security office. Requests for software should be directed to the GroupWise mail box **NFC_SECURITYOFC** or Internet address ***NFC.SECURITYOFC@USDA.gov***.

System Access

This section provides access security information and gives specific log-on/log-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. To access SAMS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to

the server located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Logging On

To start SAMS, double-click the SAMS icon (**Figure 1**).
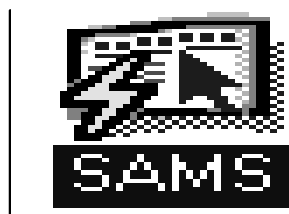

Figure 1. SAMS icon

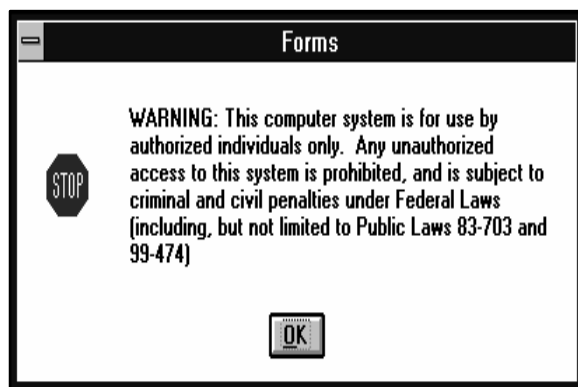The Warning pop-up (**Figure 2**) is displayed. Read the message and click **[OK]**.

Figure 2. Warning pop-up

The Logon pop-up (**Figure 3**) is displayed.
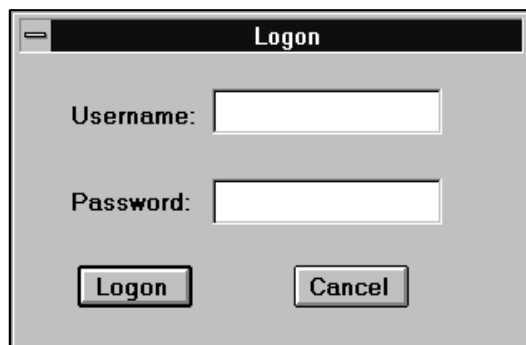
Figure 3. Logon pop-up

Respond to the prompts as follows:

Username *Required, alphanumeric* *20 positions max.*	Type your assigned user name (e.g., NFTST99). Press **[Tab]**.
Password *Required, alphanumeric* *6-20 positions*	Type your password. Your password is not displayed in the window. It must contain at least one numeric character.

To log on, click **[Logon]**. To exit SAMS without logging on, click **[Cancel]**.

☞ **Note** Every 30 days, your password expires and must be changed. For instructions on changing passwords, see **Changing Your Password Procedure**.

For instructions on selecting the main menu options, see **SAMS Main Menu**.

Logging Off

To exit SAMS, click **[Exit SAMS]** from the Main Menu.

Changing Your Password Procedure

To change your password, double-click the Password Change Management System (Password Change) icon (**Figure 4**).

Figure 4. Password Change icon

The Logon pop-up (**Figure 5**) is displayed.
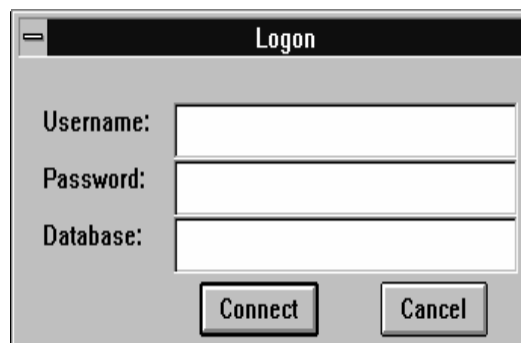

Figure 5. Logon pop-up

Respond to the prompts as follows:

Username *Required, alphanumeric* *20 positions max.*	Type your assigned user name (e.g., NFTST99). Press **[Tab]**.
Password *Required, alphanumeric* *6-20 positions*	Type your password. Your password is not displayed in the window.
Database *Required, alphanumeric* *6-20 positions*	Type **gammaor01**.

To log on, click **[Connect]**. To exit Password Change without logging on, click **[Cancel]**.

After you log on, the Change Password window (**Figure 6**) is displayed.

Figure 6. Change Password window

Respond to the prompts as follows:

Username *No entry*	Your assigned username (e.g., NFTST99) is displayed.
Old Password *Required, aphanumeric* *6-20 positions*	Type your old password. Your password is not displayed in the window. Press **[Tab]**.
New Password *Required, alphanumeric* *6-20 positions*	Type your new password. Your password is not displayed in the window. Press **[Tab]**.
Confirm *Required, alphanumeric* *6-20 positions*	Type your new password again. Your password is not displayed in the window. Click **[Change Password]**.

After you enter and verify your password, the Password Change server checks its integrity. If the password is invalid, an appropriate message is displayed indicating the reason. After the password is successfully changed, the program terminates.

To access Change Password Help, click **[Help]**.

To exit Change Password without changing your password, select ***Action > Exit***.

System Design

SAMS is designed in a **windows** format, providing mouse-driven, point-and-click functionality; menu bars; drop-down menus; and command buttons. Although SAMS is designed for a mouse-driven environment, certain keys and combination of keys may be used to perform certain functions (e.g., move the cursor, enter and modify data, or initiate commands to the computer). For those environments that allow use of a mouse, some functions can be performed using the mouse instead of the keyboard. For example, you can use the mouse to select menu items, click fields, and scroll through a list of records or field values.

The SAMS database is organized into tables (rows and columns) of related data. A row of data in a table is called a **record**. When you retrieve a record from the database, SAMS copies it to your **workspace**, where you can change and discard the data without affecting the database table; your changes are applied to the database only after you specifically initiate a Save command.

This section reviews a few basic windows features and describes other features that are unique to the SAMS application.

Window Basics

SAMS contains several windows design elements: the title bar, the menu bar, command buttons, scroll bars, the message line, and the status line. (See the diagram in **Figure 7**.)
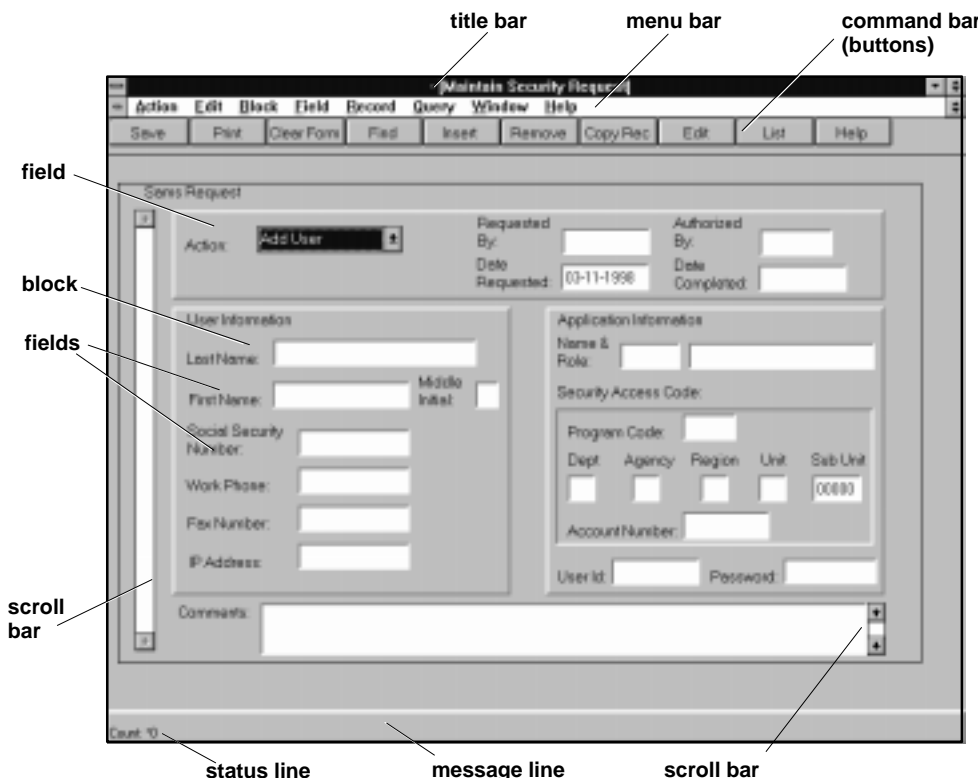
Figure 7. Window diagram *(example of a form window)*

The **title bar** displays the name of the application (SAMS) and/or the name of the current window.

The **menu bar** (below the title bar) displays the primary options that are available from the current window.

Scroll bars allow you to move vertically and/or horizontally to display additional data in a window or block in a window. To scroll, point to a scroll arrow and hold down the left mouse button.

The **message line** displays SAMS messages.

The **status line** may contain:

> **Count.** Indicates the number of records retrieved by a query. Each time you display another record in the query, the count is increased. When you have retrieved the last record, an asterisk (*) appears in front of the count.

> ∧. Indicates that there are records before the current record in the block.

> ∨. Indicates that there are records after the current record in the block.

ENTER QUERY. Indicates that you selected *Query > Enter* and have not yet selected *Query > Execute* or *Query > Cancel*.

<List>. Indicates that a list of values is available for the current field. To see the list, click **[List]** on the command button bar.

<Insert> or **<Replace>.** Indicates the current character mode. Insert allows you to insert characters. Replace allows you to overwrite characters.

Other elements of SAMS windows design are discussed below.

Menu Bars And Drop-down Menus

There are two menu bars in SAMS: the main menu bar and the form menu bar. The main menu bar is discussed under **SAMS Main Menu**. The form menu bar is discussed under **Using Forms**.

When you select an option from the form menu bar, a **drop-down menu** appears (see **Figure 8**) showing a list of suboptions referred to as **drop-down options** in this documentation. Options that are shown in light gray are not available for use and do not respond to selection.
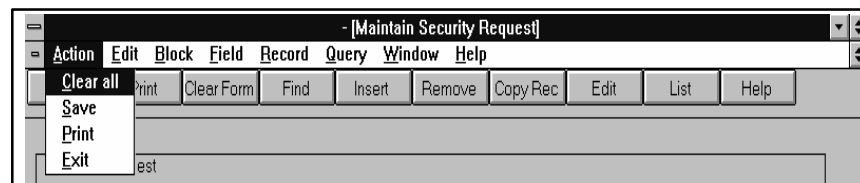
Figure 8. Example of a menu bar with a drop-down menu *(main menu bar)*

To select an option from the menu bar:

- Click the option on the menu bar to display the drop-down menu; then click the drop-down option.

<div align="center">**OR**</div>

- Press **[Alt]**; then press the underscored letter in the option name on the menu bar to display the drop-down menu; then press the underscored letter in the drop-down option name.

Example:

Save is an option on the Action drop-down menu. To select the Save option, click (or point and drag) *Action > Save* or press **[Alt]** + **[A]** + **[S]**.

☞ **Note** Throughout instructions in this documentation, the first method above is indicated for selecting menu options. If you wish, you may substitute the other method.

Pop-ups

Windows that do not display a menu bar are referred to as **pop-ups** in this documentation. A pop-up partially overlays the current window and requires you to respond by clicking a command button on the pop-up. (See the example in **Figure 9**.)
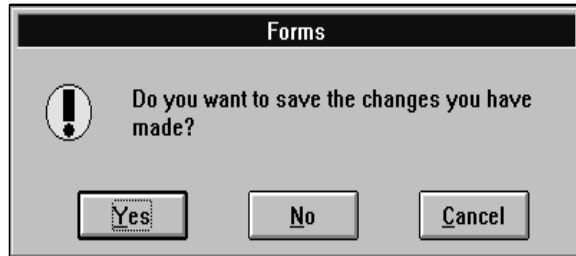
Figure 9. Example of a pop-up *(Save Alert)*

Alert pop-ups are a special kind of pop-up that prompt you to read a message or confirm a command. These pop-ups display an exclamation point to the left of the window.

Command Bar

The command bar (below the menu bar) displays a row of command buttons that are used to initiate or confirm actions in SAMS. Command buttons are often simply shortcuts for selecting options from the menu bar.

Example:

[Save] is the first command button on the command bar. **Save** is also an option on the Action drop-down menu. To initiate a save, you can click **[Save]** instead of selecting **Action > Save** from the menu bar.

Below is a description of each command button on the command bar.

Command	Function
Save	Enters into the database all changes made since the last save or rollback.
Print	Writes the current window to a file and asks if you want to print it.
Clear Form	Clears and deletes all data in all blocks of the form, and does a rollback.
Find	Displays a search/replace window, allowing you to search for a specific value using a partial value and a wild card.
Insert	Inserts a new record after the current record.

Command	Function
Remove	Deletes the retrieved record from the window and from the database. Records are not permanently deleted until you save your changes to the database.
Copy Rec	Copies the current record from the current block.
Edit	Displays the Editor pop-up, allowing you to edit a field.
List	Displays a list pop-up for selecting valid field entries.
Help	Displays a brief message about the current field.

Arranging And Viewing Multiple Windows

The Window feature allows you to rearrange open windows so that they are visible simultaneously or to retrieve a window that you have opened during the current SAMS session. To use this feature, select **Window** from any menu bar. The Window drop-down menu (**Figure 10**) is displayed showing the available options.
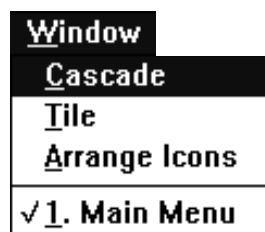
Figure 10. Window drop-down menu

The Window option appears on most menu bars.

Note

Below is a brief description of each option:

Cascade. Used to arrange all open windows in an overlapping format so that each title bar is visible.

Tile. Used to automatically resize all open windows and arrange them to fit next to each other on the desktop.

Arrange Icons. Used to arrange icons along the lower edge of the desktop.
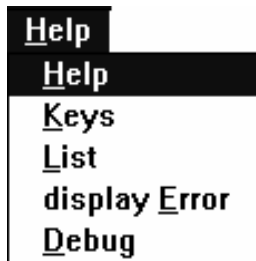
Using Help

SAMS provides several kinds of help, including a keyboard map to identify key functions, lists of valid field values, and explanations of entry errors.

Help From The Menu Bar

If you select *Help* from the menu bar, the Help drop-down menu (**Figure 11**) is displayed showing several options.

Figure 11. Help drop-down menu

Below is a brief description of each drop-down option:

> **Help.** Displays content specific properties help. This option is for use by NFC programmers.

> **Keys.** Certain keys and combination of keys are used to perform functions in SAMS (e.g., move the cursor, enter and modify data, or initiate commands to the computer). These keys may be different on different computers. To help you determine the correct keys to perform functions on your computer, SAMS provides a keyboard map that lists function names and the associated keys.

> **List.** Used to activate a list of values, if there is one available for this field.

> **Display Error.** Used to display error information and/or advanced help information, if available, for the field where the last error occurred.

> **Debug.** Used by NFC programmers only.

Help From The Command Bar

If you click **[Help]** on the command bar, the system displays a brief message about the current field.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the window. All errors must be corrected before the database is updated.

Using Forms

SAMS also uses data displays that are referred to as **forms**. Forms consist of an array of **fields** that are used to enter, update, and query data in the database. Sometimes fields are grouped in **blocks**.

Forms Menu Bar And Drop-down Menus

Most forms windows display a common menu bar that provides options with drop-down menus for performing data query and entry functions. Each option on the menu bar is listed below with a description of each drop-down option.

Action. This menu provides the following commands:

Clear All. Used to clear all records from the current block to create a new record.

Save. Used to enter in the database all changes since the last save or rollback.

Print. Used to write the current window to a file, asking if you want to print it.

Exit. Used to exit the current form and return to the system command prompt.

Edit. This menu provides the following commands:

Cut. Used to cut an area of text after it has been selected.

Copy. Used to copy an area of text after it has been selected.

Paste. Used to paste text in paste buffer at current cursor location.

Edit. Used to display a pop-up in which the operator can edit a field.

Block. This menu provides the following commands:

Previous. Used to move the cursor to the previous block in the form that contains at least one enterable field.

Next. Used to move the cursor to the next block in the form that contains at least one enterable field.

Clear. Used to clear all records from the current block and create a new record. **[Clear Block]** does not delete records from the database; it only removes records from the work space.

Field. This menu provides the following commands:

Previous. Used to move the cursor to the previous enterable field in the current record.

Next. Used to move the cursor to the next enterable field in the current record.

Clear. Used to clear the content of the current field beginning at the current cursor position. If the cursor is to the right of all the characters in the field, **[Clear Field]** clears the field.

Duplicate. Used to copy the field value from the same field of the previous record into the current field.

Record. This menu provides the following commands:

Previous. Used to move the cursor to the previous record in the current block.

Next. Used to move the cursor to the next record in the current block.

Scroll Up. Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

Scroll Down. Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

Clear. Used to remove the record from the current block, reversing any unsaved changes made to that record. A cleared record is **not** deleted from the database.

Remove. Used to delete the retrieved record from the window and from the database. Records are not permanently deleted until you save your changes to the database.

Insert. Used to insert a new record after the current record.

Duplicate. Used to copy all field values from the previous record into a new record.

Lock. Used to lock a record so that another user cannot change the record while you are updating it. **[Lock Record]** does not allow you to enter or change any data in a field that is protected against entry or update.

Query. This menu provides the following commands:

Enter. Used to clear the current block and allow you to enter query criteria.

Execute. Used to clear the current block and retrieve all the records from the database table referenced by the block.

Last Criteria. Used to display the query criteria last used.

Cancel. Used to terminate query processing.

Count Hits. Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.

Fetch Next Set. Used to retrieve the next set of records that satisfy an active query into the current block.

Moving Through A Form

Moving From Block To Block. To move the cursor from one block to another, use *Block > Next* or *Block > Previous*.

Moving From Record To Record. After you retrieve records from the database, you can use *Record > Next* or *Record > Previous* to view them. If the block is a single-record block, only one record is visible at a time. If the block is a multirecord block, more than one record is visible.

Moving From Field To Field. To move the cursor from one field to another, use *Field > Next* or *Field > Previous*.

Executing A Query

Retrieving information from the database is called executing a query. You can enter a query using the features described below.

Retrieving All Records. To retrieve all records stored in a table, position the cursor in the block associated with the table and select *Query > Execute*. Single-record blocks display one record at a time. Multirecord blocks display multiple records at one time.

Retrieving Selected Records. To retrieve selected records stored in a table that meet specific criteria, you may execute simple queries that meet specific criteria or complex criteria that satisfy several conditions. You can match exact values or variable conditions, or use the SQL WHERE clause for advanced queries.

Matching Exact Values. To retrieve records that match exact values, position the cursor in the correct block and select *Query > Enter*. Type the values you want to match in the appropriate fields and select *Query > Execute*. To view the retrieved records, select *Record > Next* or *Record > Previous*.

Matching Variable Conditions. To retrieve records that match variable conditions: Position the cursor in the correct block; select *Query > Enter*. Type a relational operator (e.g., =, >, BETWEEN, etc.) before the values you want to match in the appropriate fields. Select *Query > Execute*. Select *Record > Next* or *Record > Previous* to view the retrieved records.

Using The SQL WHERE Clause For Advanced Queries. To retrieve records that match conditions, position the cursor in the correct block and select *Query > Enter*. Type the variable name (i.e., :date or :ID); select *Query > Execute*.

In the Query/Where pop-up (**Figure 12**), type the condition you want the retrieved records to meet, then click **[Save]**. Use *Record > Next* or *Record > Previous* to view the retrieved records.


Figure 12. Query/Where pop-up

Listing Valid Field Values

Some fields in SAMS entry windows have lists from which the user may select valid field entries. If **<List>** is displayed in the lower right corner of the window, there is a list available for the field in which the cursor is currently located.

To access the list, click **[List]** on the command bar. A list pop-up is displayed. (See the example in **Figure 13**.)
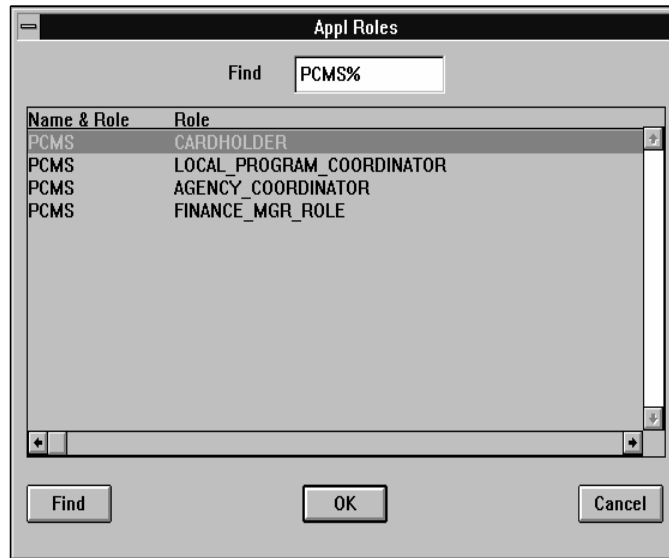
Figure 13. Example of a list pop-up *(Application Names & Roles)*

Scroll to highlight the item (i.e., value) you want to enter and click **[OK]**. The value appears in the applicable field. If you do not know the value, you search for it using the Find function, described below.

Using The Find Function

The Find function is used to search for a specific value by entering a partial value and a wild card (a percent sign (%)). To use this function, click **[Find]** on the command bar to display a list pop-up.

At the list pop-up, position the cursor in front of the wild card (**%**), type the partial value, then click **[Find]** on the pop-up. The list pop-up displays all values that begin with the characters you typed. If multiple items are displayed, move to the correct value, then select **[OK]**. The value is entered in the applicable field on the entry window.

Using The Search/Replace Function

The search/replace function is used to search for and replace records that match specific conditions. To use this function, click **[Edit]** on the command bar. The Editor pop-up (**Figure 14**) is displayed.
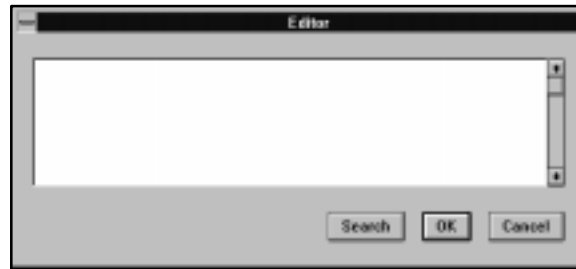
Figure 14. Editor pop-up

Click **[Search]**. The Search/Replace pop-up (**Figure 15**) is displayed.

Figure 15. Search/Replace pop-up

Type the value in the Search For field. To replace the searched for value with a new value, type a value in the Replace With field. Otherwise leave this field blank.

- To execute a search, click **[Search]**.

- To execute a search and replace for a single instance, click **[Replace]**.

- To execute a global search and replace, click **[Replace All]**.

- To exit the Search function, click **[Cancel]**.

Saving A Transaction

When you use a form, the modifications you make to database tables are not recorded directly to the database; rather, they are recorded in the work space. To make your modifications permanent, click **[Save]**. The contents of the work space are saved to the database.

Rolling Back A Transaction

To discard the contents of the work space (i.e., perform a rollback), click **[Clear Form]**.

Acknowledging Alerts

SAMS alerts appear as one of two types of pop-ups that partially overlay the current window. To respond to the first type of alert, select the proper answer (*Yes*, *No*, or *Cancel*). For the second type of alert, for which **[OK]** is the only response, you must select **[OK]** to acknowledge that you have read the message.
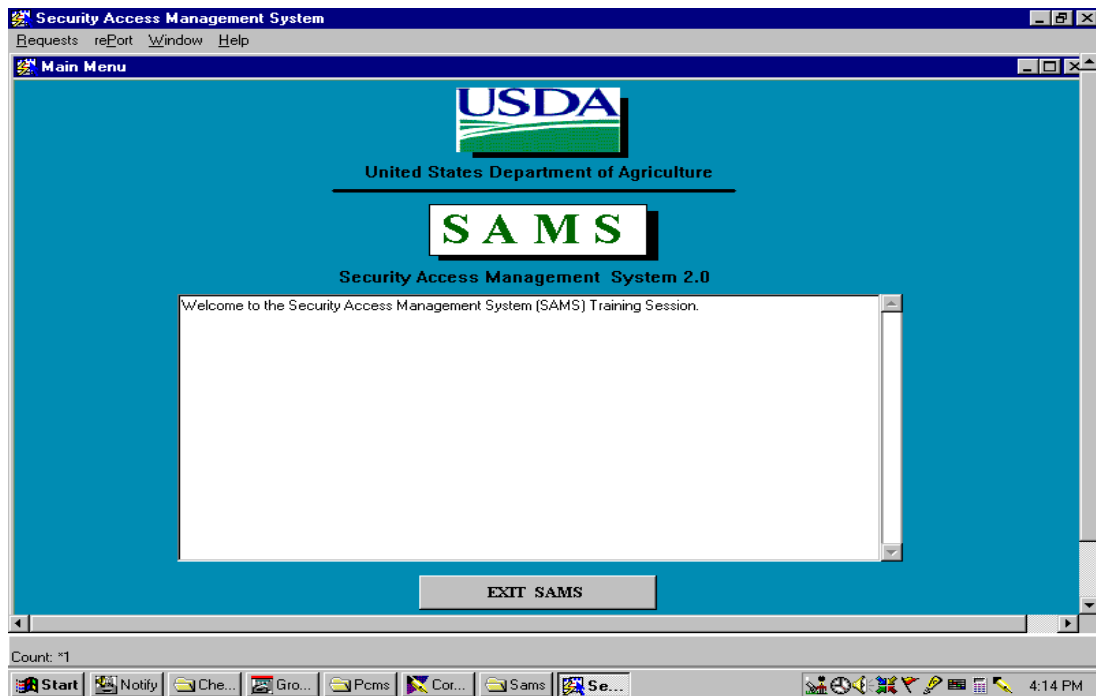
Automatic Record Locking

Prevents two or more users from updating the same record at the same time.

SAMS Main Menu

After you access SAMS, the SAMS Main Menu (**Figure 16**) is displayed showing the available options on the menu bar.

Figure 16. SAMS Main Menu

Below is a brief description of each option.

Requests. Used to add/drop access to applications to/from a user's access profile, insert SAC, modify data, change password, and modify SAC.

Report. Used to produce the SAMS report.

☞ **Note**
The **Window** and **Help** options are used for operational purposes and are described under **System Design**.

To exit the program, click **[Exit SAMS]**.

Instructions follow for using the Requests option on the SAMS Main Menu.

Requests Option

Requests is an option on the SAMS Main Menu (**Figure 16**). It is available for use by SAMS security administrators and SAMS requesters. This option is used to add/drop access to applications to/from a user's access profile.

After you select this option, the Maintain Security Request window (**Figure 17**) is displayed.

Figure 17. Maintain Security Request window

Adding Access To An Application To A User's Access Profile

At the Maintain Security Request window, complete the fields as follows:

Action	Select **Add User** from the drop-down menu.
User Information	The following field s identify user information:
Last Name *Required, alphanumeric* *30 positions max.*	Type the user's last name.
First Name *Required, alphanumeric* *20 positions max.*	Type the user's first name.
Middle Initial *Alphanumeric* *1 position*	Type the middle initial of the user.

Social Security Number
Required, numeric
11 positions

Type the social security number of the user.

Work Phone
Required, numeric
12 positions

Type the work telephone number, including the area code, of the user.

Fax Number
Numeric
12 positions

Type the fax telephone number, including the area code, of the user.

IP Address
Alphanumeric
20 positions max.

Type Class A, B, C, or the IP address of the user.

Application Information

The following fields identify application information:

Name & Role

Select the name of the application and the role of the user from the pop-up list of available entries if other than default (cardholder). If the application/role is not available for use in SAMS you must submit the request to NFC Security for processing. **(504) 255-5407** or *NFC.Securityofc@USDA.gov*.

Security Access Code

The following fields identify the cardholder security access code data:

Program Code
Alphanumeric
6 positions max.

Type the appropriate program code for the application. This field defaults to **448681** for PCMS and **00000** for all other applications. Also valid for PCMS are **448686** and **448687**. Check with your Agency Coordinator for your applicable program code.

Note

PCMS is the only application that requires a valid program code. All other applications should enter **00000**.

Dept
Alphanumeric
2 positions

Type the department code (e.g., USDA is **12**). (This field is required for PCMS.)

Agency Code
Alphanumeric
2 positions

Type the agency code. (This field is required for PCMS.)

Region
Alphanumeric
2 positions

Type the region code, the second position in the agency organizational structure code. (This field is required for PCMS.)

Unit
Alphanumeric
2 positions

Type the unit code, the third position in the agency organizational structure code. (This field is required for PCMS.)

Sub Unit
Alphanumeric
5 positions max.

Type the sub unit code, the fourth position in the agency organizational structure code. This defaults to **00000**. If there is no subunit, enter **00000**. (This field is required for PCMS.)

Account Number
Numeric
10 positions

Type the last 10 digits of the cardholder's purchase card account number. (This field is required for PCMS.)

	This field defaults to zeros for the PCMS Local Area Program Coordinator (LAPC) role. It should be blank for the Finance Manager role.
Note	

User ID
Required, alphanumeric
30 positions max.

Type the user's identification number. The user ID must contain both alpha and numeric characters. If the user does not have a user ID, one must be selected from the available pool list by the LAPC. To access the list, click **[List]** on the command bar. A different ID is required for each role in PCMS, e.g., XX001 (Cardholder) and XX001A (LAPC).

Password
Required, alphanumeric
6-8 positions

Type the user's assigned password. (The password must contain at least one number and the first position must be alpha.)

Comments
Alphanumeric
120 positions max.

Type the textual comments.

Authorized By
Alphanumeric
30 positions max.

Type the user identification number of the person authorizing the request.

After typing in all data, click **[Save]** to update the database. To return to the SAMS Main Menu, select ***Action > Exit***.

Modifying Data On The Request Form

The SAMS request data can be modified as long as the Date Completed field is blank. Once this field has been updated by the nightly batch run, you must copy the record, select an action code from the drop down list, and make the appropriate corrections.

To modify a record that has not already processed, at the Maintain Security Request window, query up the record to be modified. Tab to the field(s) to be changed and type in the appropriate information and click **[Save]**.

A record can be deleted by querying up the record and clicking the **[Remove]** button on the toolbar. When the record disappears from your screen, click **[Save].**

After typing in all data, click **[Save]** to update the database. To return to the SAMS Main Menu, select ***Action > Exit***.

Dropping Access To An Application From A User's Access Profile

At the Maintain Security Request window, query up the record to be dropped from the user's profile. This removes security access from that ID and role. Click **[Find]**. Enter the user's ID. Click **[Find]** again.

After the record is displayed, click **[Copy Rec]**. The message *1 record copied* is displayed. Click **[OK]**. The Action field is blank. Select ***Drop User*** from the drop-down menu. Click **[Save]** to update the database.

To return to the SAMS Main Menu, select ***Action > Exit***.

Inserting An Additional SAC For A User

To insert an additional SAC for a user, at the Maintain Security Request window, query up the record that was used to request access to PCMS for the user. Click **[Find]**. Enter the user's ID. Click **[Find]** again.

After the record is displayed, click **[Copy Rec]**. The message *1 record copied* is displayed. Click **[OK]**. The Action field is blank. Select *Insert SAC* from the drop-down menu.

Complete the fields in the Security Access Code area using the instructions under of the **Adding Access To An Application To A User's Access Profile**.

After typing in all data, click **[Save]** to update the database. To return to the SAMS Main Menu, select *Action > Exit*.
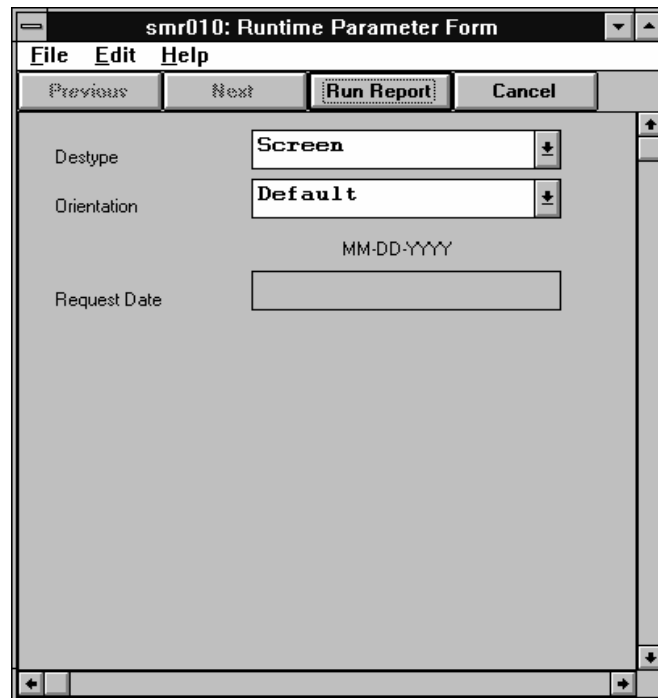
Modifying A User's Profile Information

To modify a user's profile information (name, social security number, phone number, etc.), at the Maintain Security Request window, query up the record that was used to request access to PCMS for the user. Click **[Find]**. Enter the user's ID. Click **[Find]** again.

After the record is displayed, click **[Copy Rec]**. The message *1 record copied* is displayed. Click **[OK]**. The Action field is blank. Select *Modify Data* from the drop-down menu.

Complete the fields in the User Information region using the instructions under **Adding Access To An Application To A User's Access Profile**.

After typing in the new password, click **[Save]** to update the database. To return to the SAMS Main Menu, select *Action > Exit*.

Resetting A User's Password

To reset a user's password, at the Maintain Security Request window, query up the record that was used to request access to PCMS for the user. Click **[Find]**. Enter the user's ID. Click **[Find]** again.

After the record is displayed, click **[Copy Rec]**. The message *1 record copied* is displayed. Click **[OK]**. The Action field is blank. Select *Change Password* from the drop-down menu.

Complete the fields in the Password filed using the instructions under **Adding Access To An Application To A User's Access Profile**.

After typing in the new password, click **[Save]** to update the database. To return to the SAMS Main Menu, select *Action > Exit*.

Modifying SAC For A Finance Manager

To reset the SAC for a Finance Manager, at the Maintain Security Request window, query up the record that was used to request access to PCMS for the Finance Manager user. Click **[Find]**. Enter the Finance Manager's user ID. Click **[Find]** again.

After the record is displayed, click **[Copy Rec]**. The message *1 record copied* is displayed. Click **[OK]**. The Action field is blank. Select ***Modify SAC*** from the drop-down menu.

Note If you select ***Modify SAC*** for a record where the role is other than Finance Manager, the system displays a message stating that this is not allowed. To modify SAC for other roles, you must contact the Security Office at NFC.

Complete the fields in the Security Access Code area using the instructions under **Adding Access To An Application To A User's Access Profile**.

After typing in all data, click **[Save]** to update the database. To return to the SAMS Main Menu, select ***Action > Exit***.

Report Option

Report is an option on the SAMS Main Menu (**Figure 16**). This option is used to produce the Security Access Management Report. This report lists all records which have input since the last batch run.

After you select this option, the smr010: Runtime Parameter Form window (**Figure 18**) is displayed.

Figure 18. smr010: Runtime Parameter Form window

At the Smr010: Runtime Parameter Form window, complete the fields as follows:

Destype	Select one of the following options from the drop-down menu. The Screen option is the default.
	Screen. Routes the output to the Previewer.
	File. Saves the output to a file in DESNAME.
	Printer. Routes the output to the printer named in DESNAME.
	Mail. Sends the output to the Oracle Mail user specified in DESNAME.
	Preview. Routes the output to Previewer for interactive viewing.
Orientation	Select one of the following options from the drop-down menu. The Default option is the default.
	Default. Means use the current printer setting for orientation.
	Landscape. Means the pages are wider than they are tall.
	Portrait. Means the pages are taller than they are wide.

Note Select **Landscape** for the SAMS report.

Request Date
Date
8 positions

Type the date you want the report to cover. The report returns all records with dates greater than or equal to the request date entered (i.e., if 03-13-1998 is entered, the report returns records where the date requested field is 03-13-1998 and greater).

Click **[Run Report]** to generate the report to the requested destination type. The Report Progress window (**Figure 19**) is displayed showing client and server activity.

Note To cancel the report, click **[Cancel report]**.

Figure 19. Report Progress pop-up

If you selected *Screen* or *Preview* in the Destype field, the smr010: Previewer window (**Figure 20**) is displayed showing the Security Access Management Report.

Figure 20. smr010: Previewer window

The following fields are displayed:

Name	The assigned username (e.g., NFTST99, J Adams).
SSN	The social security number of the user.
User Id	The User Identification number of the user.
Role	The role of the user.
	CH Card holder
	F Fleet Card
Action	The action code:
	A Add user
	D Drop user
	I Insert SAC
	M Modify data
	P Change password
	S Modify SAC
Org	The organization code.
Bank	The program code for the application.
Account	The last 10 digits of the cardholder's purchase card account number.
Requested	The requested date (day-month-year). The date the request was entered.
Completed	The date the processing of the request was completed (day-month-year).

Note ☞ If the date completed field on the report is blank for a record, the record can be modified using SAMS by following the instructions under **Modifying Data On The Request Form.**

For online multipage reports, use the command buttons on the top left side of the window to move through the pages.

- To display the previous page, click **[Prev]**.

- To display the next page, click **[Next]**.

- To display the first page, click **[First]**.

- To display the last page, click **[Last]**.

Use the magnify buttons on the bottom left right side of the display to adjust the size of the Previewer contents.

    🔍   **[Small].** Decreases the size of the Previewer contents.

[Large]. Increases the size of the Previewer contents.

Use the buttons on the top right side of the display to process the report.

- To print the report, click **[Print]**.

- To close the report, click **[Close]**.

- To create a copy of the report, click **[New]**.

Appendixes

This section includes the following appendixes:

- **Function Keys.** Provides a quick reference list of function keys.

- **System Requirements.** Provides a table that identifies the software and hardware requirements for installing and using SAMS.

A. Function Keys

Following is a quick reference list of function keys used in SAMS.

Key	Description	Key	Description
F10	Accept	Left	Left
Ctrl+,	Application Menu	F9	List of Values
F5	Block Menu	Ctrl+.	Main Menu
Esc	Cancel	Ctrl+Page Down	Next Block
Shift+F5	Clear Block	Tab	Next Item
Shift+F7	Clear Form	Ctrl+Tab	Next Item
Ctrl +u	Clear Item	Shift+F3	Next Primary Key
Shift+F4	Clear Record	Shift+Down	Next Record
Shift+F2	Count Query Hits	Ctrl+>	Next Set of Records
Ctrl+?	Debug Mode	Ctrl+Page Up	Previous Block
Backspace	Delete Backward	Shift+Tab	Previous Item
Shift+F6	Delete Record	Ctrl+Enter	Previous Menu
Shift+F1	Display Error	Shift+Up	Previous Record
Ctrl+l	Down	Shift+F8	Print
Down	Down	Ctrl+n	Redefine Username/Passwd
F3	Duplicate Item	Enter	Return
F4	Duplicate Record	Right	Right
Ctrl+e	Edit	Page Down	Scroll Down
F7	Enter Query	Page Up	Scroll Up
F8	Execute Query	Ctrl+F1	Show Keys
Ctrl+q	Exit	Up	Up
F1	Help	Ctrl+p	Up
F6	Insert Record		

Function Keys

B. System Requirements

Each SAMS user must have a TCP/IP address. Agency telecommunications personnel obtain and assign TCP/IP addresses in accordance with agency procedures.

It is against Government regulation to use local Internet providers to connect to NFC unless a waiver has been received. Agencies must use FTS 2000.

Following are user platform requirements to install and operate SAMS:

Major Components	Subcomponents	Minimum Requirements
Workstation	CPU	Minimum of a 486 chip with 66 MHZ clock speed
	Memory	Minimum of 16 MB, preferably 24 MB RAM
	Storage	Minimum of 100 MB available on hard drive
	System Presentation	Windows 3.1x
	Monitor Resolution	800X600
Telecommunications	TCP/IP	Compatibility with current version of Oracle TCP/IP and SQL*NET Version 2.1.4
	Network Connectivity	Ability to connect to NFC UNIX server(s) via USDA TCP/IP network
		For computers not connected to a network with telecommunications capability, a 28.8 KBPS modem and Internet access service provider is required
Security/Encryption	Password Change Management System (Password Change)	Provided by NFC
	Advanced Network Option (ANO)	Provided by NFC
SAMS Application	Oracle Forms/Report Writer	Provided by NFC
		System Requirements

Glossary

Access Profile. The listing of applications that the specified user is authorized to access.

Arrange Icons. Used to arrange the icons along the lower edge of the desktop.

Block. A group of related fields on a form.

CASE. Computer-aided software engineering.

Count Hits. Used to clear the current block and display on the message line the number of rows that a query would retrieve if executed.

Cascade. To arrange windows to overlap on the desktop so that each title bar is visible.

Debug. Used to display the name of the option used at the bottom of the window.

DESNAME. Is the file, printer, or Oracle Mail user id (or distribution list) to which the report output will be sent.

Developer. The programmer that develops and maintains the SAMS software.

Field. An area in the window (usually highlighted) that can display a value or accept an input value. A field normally represents a column from a database table.

Form. A form is a fill-in-the-blank template on your computer window that allows you to enter, update, and query information in a database. Forms are composed of blocks, records, and fields. In SAMS the terms *form* and *window* are used interchangeably.

GUI. Graphical User Interface.

Manager. See **Supervisor/Manager**.

Menu Bar. The menu bar is displayed at the top of all SAMS windows. This menu allows direct access to the Oracle DBMS (database management system) functions from the SAMS software. The menu bar is accessed by clicking (via a mouse) on a menu name or pressing **[Alt]**, to activate the menu bar, then keying in the underscored letter in the name of the option desired, or highlighting the option using the arrow keys and pressing **[Enter]**.

Previewer. The interface with which you view and scroll through report output online.

Record. The data from a row in a database or nondatabase table.

SAC. Security Access Code.

Scroll Across. Used to shift the window of the current block or list across by approximately 80 percent, displaying records that are outside of the window.

Scroll Down. Used to shift the window of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

Scroll Up. Used to shift the window of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

Supervisor/Manager. Supervisors or managers determine which individuals within their organizations should receive access to applications.

Tile. To arrange open windows in smaller sizes to fit next to each other on the desktop.

Wild Card. A generic character (percent sign (%)) used in the Search/Replace function, allowing you to search on a partial value.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.